

10 FAM 470 HUBERT H. HUMPHREY FELLOWSHIP PROGRAM

(TL:PEC-01; 10-01-1999)

10 FAM 471 PURPOSE

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a. The Hubert H. Humphrey Fellowship Program brings accomplished professionals from developing countries and selected East European countries to the United States at a mid-point in their careers for a year of study and related practical professional experiences. Fellows are nominated by posts or binational Fulbright Commissions based on their potential for rational leadership and commitment to public service. By providing these future leaders with a shared experience of U.S. society and culture and of current U.S. approaches to the fields in which they work, the program provides a basis for establishing lasting ties between citizens of the United States and their professional counterparts in other countries. Thus, the Humphrey Program fosters an exchange of knowledge and mutual understanding, through which the United States joins in a significant partnership with developing countries.

b. Fellowships are granted competitively to professional candidates with a commitment to public service in both public and private sectors, specifically in the fields of natural resources/environmental management, public policy analysis/public administration, economic development, agricultural development/agricultural economics, finance and banking, human resource management/personnel, urban and regional planning, public health policy/management, technology policy/management, educational planning, law/civil society/human rights/democratic development, and communications/journalism.

10 FAM 472 ELIGIBILITY AND RECRUITMENT

(TL:PEC-01; 10-01-1999)

a. Candidates should be mid-career professionals in leadership positions who have the required experience/skills and still many years to work.

b. Prospective Fellows should be policy rather than research or technically oriented with a minimum professional experience of five years. Post should not nominate recent graduates (even though they may have significant positions), individuals with teaching but no management responsibility.

ties, and candidates who appear more suitable for the International Visitor Program, Junior/Senior Fulbright, Scholar-in-Residence and other Bureau programs. We suggest that Post involve Humphrey alumni in recruitment, screening, and interviews. Post should stress and evaluate candidate's English proficiency when recruiting for potential candidates. If candidate's English proficiency appears inadequate, and the Post feels the candidate is worthy of consideration, Post should enroll him or her at nearest Embassy or other English program at Post's expense. Please consult the current "Selection Guidelines for Posts and Commissions," forwarded to Posts each spring in the recruitment packet, for details on English proficiency requirements.

Note: Each year, the National Institute on Drug Abuse (NIDA) funds several fellows in the field of drug abuse prevention. NIDA-funded Humphrey Fellows should have a research orientation, making them the one exception to the policy orientation rule. Otherwise, their profile matches that of other Humphrey Fellows regarding leadership, public service commitment, English proficiency, etc.

10 FAM 473 SELECTION

(TL:PEC-01; 10-01-1999)

a. **Posts.** There are no regional or country quotas. Posts are provided with a full list of criteria against which they should recruit, select, and rank-order their nominees for Washington, D.C.-based review panels. Candidates should be recruited from eligible fields that match Post's top country priorities. Posts/Commissions are encouraged to submit a carefully articulated rationale for each candidate based on the candidate's qualifications and plans relative to Humphrey Program goals and Post objectives. Post should emphasize candidate's leadership potential more than the significance of the candidate's field in the development of his or hers country. This written rationale is an important factor in the final selection decision.

b. **Review Panels.** These panels convened by the Institute of International Education (IIE), usually recommend a grant for Post's first-ranked candidate, provided selection criteria are fully met, and will consider area and Post country plan priorities in selecting remaining candidates. It is important that post include a statement on the recruitment process and justification for ranking of candidates. This justification is particularly useful to the review panels when their ranking of candidates is tied. Posts should not forward candidates they do not recommend.

c. **Bureau Representatives.** These will attend all review panel meetings to provide information on behalf of posts and the Department, such as country plan priorities.

d. **Candidate's Application.** These should include the applicant's present and future professional plans and how he or she would benefit from

the Humphrey Fellowship. The proposed program plan should be written by the applicant (with guidance from the Post if necessary) and provide detailed information about the activities and plans the candidate would pursue if granted the fellowship. From the proposed plan, review panelists evaluate candidate's stated goals and perception of the program. Any resubmissions must have updated recommendations and English evaluations. Post should provide translations of all documents written in a language other than English and make sure that letters of recommendation and English scores are provided.

e. Competition is such that posts should understand that many of their finalists, although well qualified, will not receive grants. In 1998, for example, 249 finalists nominated by Posts competed for the 114 grants available.

10 FAM 474 ISSUANCE OF AWARDS

(TL:PEC-01; 10-01-1999)

a. The J William Fulbright Foreign Scholarships Board is the presidentially-appointed body which makes final selections of all persons who participate in the educational exchange programs authorized by Section 102(a)(1) of the Mutual Educational and Cultural Exchange Act of 1961. Final candidates recommended for awards by Washington, D.C.-based review panels must be approved by the Board, which supervises the administration of all academic exchange programs funded by the Mutual Educational and Cultural Exchange Act, including the Humphrey Program.

b. After the Foreign Scholarships Board gives final approval to candidates recommended for awards and alternates, the results are conveyed to Posts via telegram. Candidates are designated as either Principals (grantees), Alternates, or Not Recommended. Posts are asked to convey the results to candidates. Review panel feedback on individual candidates is available upon request.

c. All candidates designated as Principals are required to submit a medical evaluation. Medical evaluation forms are included in the recruitment packet. Alternates are not required to submit a medical evaluation unless their status is upgraded to Principal.

10 FAM 475 PROGRAM FEATURES

(TL:PEC-01; 10-01-1999)

a. The Humphrey Program is not designed to lead to a degree, and all publicity should stress its non-degree character. Candidates can, in some circumstances, be authorized to stay beyond their Humphrey year to complete degrees based on coursework begun during the fellowship if the following requirements are met:

- (1) Written permission to extend the stay is obtained from the employer;
- (2) Admission to degree candidate status is obtained from the U.S. university of placement;
- (3) Post concurs; and
- (4) Outside funding support for tuition and living costs is secured.

b. Such Fellows will be permitted to continue to work for degrees for up to 12 months after the conclusion of their regular Humphrey program. However, no funds are available for such degree study through the Humphrey Fellowship Program and no extensions can be approved beyond twelve months.

c. The Professional Development component is a unique feature of the Humphrey Program. Early in the academic year, each fellow develops, with IIE's and the campus coordinator's assistance, a professional activities plan carefully geared to the fellow's needs for relevant, practical professional experiences. It is important for fellows to know early in the year precisely what they want from their professional affiliations.

10 FAM 475.1 TOEFL Testing and Training

(TL:PEC-01; 10-01-1999)

a. TOEFL test scores are essential for completing application packages. Early TOEFL testing will allow review panels to make appropriate recommendations and improve a nominee's chances for selection. Although candidates are often proficient speakers of English, all nominees must take the TOEFL. Acceptance into U.S. universities is contingent upon this, and applicants will avoid delays in selection and placement by taking the test despite obvious fluency in English. Most schools require a minimum score between 550 and 600 on the paper-based TOEFL or the equivalent on the computer-based TOEFL. A limited amount of English training prior to the academic year is available.

b. For TOEFL testing, Posts should use specially marked TOEFL voucher cards for Humphrey candidates which are forwarded to Posts each spring in the recruitment packet. TOEFL scores should be forwarded directly to IIE.

c. While not a substitute for the TOEFL, other screening devices, such as the TELP and the Institutional TOEFL, can be administered to candidates not able to take TOEFL early. Candidates will still be required to take TOEFL.

10 FAM 475.2 Grant Benefits

(TL:PEC-01; 10-01-1999)

The Humphrey Fellowship provides for tuition, books, professional visits and affiliations. Also covered are orientation and enhancement workshops. The program also provides a monthly stipend (amount depends on location) from which fellows are expected to cover housing, food, and personal expenses.

10 FAM 475.3 Visas And Travel

(TL:PEC-01; 10-01-1999)

The Post is responsible for issuing an IAP-66 for the selected Humphrey Fellow to receive a J-1 Visa under program G-1-1. Visa should cover 12 months.

The Department will telegram fiscal data to Posts to cover travel from home country to final placement destination in the U.S. (via a summer placement for English training, if needed) and a cash enroute travel allowance. Post should not issue excess baggage coupons; fellows will receive excess baggage allowances for return travel.

Posts should issue tickets and travel allowances directly through the embassy (rather than using Commission funds), charge costs to fiscal data provided by ECA/A/S/U, and notify the Branch by telegram of the total costs for each item.

10 FAM 476 ADMINISTRATION OF PROGRAM

(TL:PEC-01; 10-01-1999)

a. The Humphrey Fellowship Program is sponsored by the Department and implemented by the Institute of International Education. Below is a description of the role of the various administrative elements within the Humphrey Program.

b. THE BUREAU OF EDUCATION AND CULTURAL AFFAIRS (ECA) sets Department policy for the program. Within the Bureau, ECA/A/S/U is responsible for coordination of the program with all concerned Department elements, and provides oversight and guidance to IIE. ECA/A/S/U also serves as the Department liaison for Posts and commissions, provides policy and oversees planning, provides program budget control, evaluation and follow-up, and issues fiscal data to Posts for issuance of fellows' travel to the United States. Slug all telegram traffic to the Department concerning the program for ECA/A/S/U.

c. THE INSTITUTE OF INTERNATIONAL EDUCATION (IIE), under a cooperative agreement and in ongoing consultation with the Department,

implements the program. IIE reviews applications; proposes final selections to the Foreign Scholarships Board; assigns (if necessary) fellows to English training prior to their academic placement; arranges placement of fellows at Humphrey host campuses; provides oversight to host campus coordinators; issues monthly stipend payments on the basis of locale; arranges for enhancement programs, professional affiliations, and travel (domestic and homeward travel including issuance of tickets to fellows). All Post telegram traffic for IIE should include "Pass to IIE" in the cap line.

d. The Humphrey Host Campus is one of a selected number of U.S. universities that provide a rich institutional resource base for the fellows. Each campus has a designated faculty coordinator who provides academic and administrative support which will assure each Fellow has direct guidance and back-up in the design and implementation of a balanced academic and off-campus professional experience.

10 FAM 477 POST RESPONSIBILITIES

(TL:PEC-01; 10-01-1999)

a. Posts/Commissions are responsible for initial program publicity, recruitment, screening, nomination of candidates, conveyance of all required documents to Washington, D.C. (including satisfactory medical evaluations), pre-departure orientation of all new Humphrey Fellows, and follow-up on returned alumni. The Commission/post should produce a group of no more than five finalists (eight in selected countries). In order not to delay the selection process, completed full application packages should be received by IIE no later than November 15.

b. The Department also encourages Posts/Commissions to plan alumni activities, although no funding is guaranteed from the Department. Whenever possible, Posts and Commissions are encouraged to support Humphrey alumni associations and/or to include Humphrey alumni in Fulbright alumni activities.

10 FAM 478 AND 479 UNASSIGNED